

# LAKE HAVASU CITY, ARIZONA

## CLASS SPECIFICATION

### CLASS TITLE: Fleet Supervisor

BAND	GRADE	
NE	623	
<b>DEPARTMENT:</b> Vehicle Maintenance	<b>ACCOUNTABLE TO:</b> Division Manager	<b>FLSA STATUS:</b> Non-Exempt
<b>CLASS SUMMARY:</b> Incumbent is responsible for the oversight of fleet operations and for supervising the repair and maintenance of fleet vehicles. Duties include: administration of the computerized fleet management system, scheduling work to be completed, conducting employee performance evaluations, determining and approving purchasing requirements, creating and monitoring service schedules, researching and ordering parts, monitoring the monthly gas report, managing vehicle procurement and dispositions, preparing the shop budget and tracking expenses, setting order limits, and coordinating warranty recall parts.		
<b>DISTINGUISHING CHARACTERISTICS:</b> The Fleet Supervisor is the fifth level of a five level mechanic series. The Fleet Supervisor is distinguished from the Equipment Mechanic I and II in that the Fleet Supervisor has authority over fleet/shop operations and supervisory responsibilities.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
1.	Oversees computerized vehicle maintenance/fleet management program, making strategic and technical decisions ensuring maximum cost efficiency and effectiveness.	Daily	
2.	Assists in planning, evaluating and implementing major departmental objectives to include assisting in goal setting.	Annually	
3.	Administers and coordinates bidding/purchase order development/sole source determination and accountability for all service, parts and supplies.	Daily	
4.	Coordinates fleet management repairs and purchases with other City departments/divisions.	Weekly	

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5.	Supervises mechanics to include: assigning work, establishing deadlines, approving work and conducting performance evaluations.	Daily	
6.	Supervises and coordinates shop activities to include: completing and reviewing vehicle repair orders for accuracy, ordering parts for all vehicles and equipment, coordinating a test program with General Tire, scheduling disposal of hazardous waste and coordinating warranty recall repairs.	Daily	
7.	Monitors warehouse parts inventory to ensure inventory is adequate and accountability is maintained.	Monthly	
8.	Prepares the shop budget and tracks expenditures.	Monthly	
9.	Manages vehicle procurement/disposition and checks specifications.	Monthly	
10.	Inventories, researches and orders shop materials and supplies.	Monthly	
11.	Monitors the monthly gas report..	Monthly	
12.	Performs other duties of a similar nature or level.	As Required	

#### **Knowledge** (position requirements at entry):

Knowledge of:

- Supervisory theories and principles;
- Budgeting theories and principles;
- Purchasing management and practices;
- Inventory principles and practices;
- Research methodology;
- Fleet management and maintenance practices;
- Gas and diesel internal combustion engines including electrical systems, heating and cooling systems and brake systems.

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**Skills** (position requirements at entry):

Skill in:

- Monitoring and evaluating employees;
- Coordinating shop activities;
- Preparing and monitoring budgets;
- Developing and evaluating programs;
- Using computers and related software applications;
- Troubleshooting, diagnosing and repairing gas and diesel internal combustion engines including electrical systems, heating and cooling systems and brake systems;
- Operating tools and equipment used in repairing gas and diesel engines and in performing other mechanic related duties;
- Operating equipment for testing purposes;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Training and Experience** (position requirements at entry):

Associates Degree in in Business Administration or Management and seven years experience in fleet management and maintenance work; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (position requirements at entry):

Position requires:

- Valid Arizona Driver's License.

**Physical Requirements:**

Positions in this class typically require: stooping, kneeling, crouching, reaching, sitting, standing, walking, fingering, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Classification History:**

Draft prepared by Fox Lawson and Associates LLC (BEO)

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